

American Embassy, Amman

Vacancy Announcement

ANNOUNCEMENT NUMBER: 16-15

OPEN TO: Current Employees of the Mission, U.S. Citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs) – All Agencies

POSITION: Protocol Assistant / CMR Residence Manager

OPENING DATE: February 18, 2016

CLOSING DATE: March 10, 2016

WORK HOURS: Full-time; 40 hours per week/some evenings

SALARY: – Ordinarily Resident (OR*) in Jordan: JD 9035, per year, excluding allowances (position grade FSN-06)

– For EFMs* and Not Ordinarily Resident (NOR*) in Jordan: Position grade FP-08; salary is in US Dollars based on the US pay plan. *All FP position grades are determined by HR in Washington DC.*

BENEFITS (OR*): Excellent working conditions; annual pay for performance increase; premier medical insurance coverage for employee and family; 20 holidays per year (American and Jordanian); provident fund retirement plan; ample opportunity for on-line/classroom training and personal development

ORDINARY RESIDENTS (OR*) MUST HAVE JORDANIAN WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION, SUBJECT TO AND IN ACCORDANCE WITH LOCAL LABOR LAWS.

The U.S. Embassy Amman is seeking an individual for the position of Protocol Assistant (Chief of Mission Residence Manager).

BASIC FUNCTION OF POSITION:

The incumbent serves as a protocol assistant to the Executive office and provides management of day-to-day operations of the Chief of Mission Residence (CMR). Coordinates all representational functions held at the CMR. Provides guidance for Official Residence Employees (ORE) staff and manages their work schedules, payroll, time and attendance and assignment of duties. This position requires working some evenings with an irregular schedule.

QUALIFICATIONS REQUIRED:

*Note: **Items 1-5 are ALL REQUIRED.** All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.*

1. **Education:** Completion of high school is required.
Supporting documents (diploma) must be included in the application for eligibility purposes.
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2. **Experience:** Two years of managerial, administrative, hospitality management, events planning, or protocol experience, one of which must be in an embassy or international environment, is required.
3. **Language:** Level IV English (fluent), both spoken and written, is required. English proficiency will be tested.
4. **Knowledge:** Knowledge of protocol, general etiquette, American culture, and local social customs is required. Basic skills in book-keeping and simple accounting principles is required. Computer skills including MS Word and Excel is required.
5. **Abilities & Skills:** Previous experience in a similar position with planning and executing social events is required. The ability to adapt to and accommodate local customs while maintaining American methodology and social mores is required. Must be mature and have advanced interpersonal skills with the ability to keep up with the wide variety of duties. Discretion, common sense, tact, honesty and diligence is required. The ability to foster a team environment while working with minimal supervision and direction is required. The ability to learn and follow ORE Regulations and to draft correspondence is required. A positive and professional demeanor is required.

SELECTION PROCESS:

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current OR* employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFM*s* who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NOR*s* hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. EFM*s* candidates must have at least nine months remaining at post from the closing date or they will not be considered.

7. EFM* not yet at post must be within 90 days of their arrival in order to be considered.
8. The candidate must be able to obtain and hold a Public Trust certification.

TO APPLY:

Interested applicants must submit their application and all supporting materials to AmmanEmployment@State.gov or it will not be considered. Please note “**VA 16-15, Protocol Assistant / CMR Manager**” in the subject line of the e-mail.

All application packages must include:

1. Application for U.S. Federal Employment [DS-174](#) or a current resume or curriculum vitae that provides the same information as the DS-174.
2. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the required qualifications for this position. (**Education certificates must be included or the application will not be considered**).
3. Driver’s license copy if applying for a position that requires driving a vehicle.
4. EFM*, USEFM*, and AEFM* applicants must clearly indicate their status in the text or subject line of their application.
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran’s Preference go to <http://www.opm.gov/veterans/>.
6. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location). Any omission in this area, either intentional or unintentional, is cause for dismissal.

*DEFINITIONS:

1. **Eligible Family Member (EFM):** For employment purposes, an EFM is a spouse, domestic partner (DP- as defined in 3 FAM 1610), or unmarried child at least 18 years of age of a US direct-hire FS, CS, or uniformed service member who is:
 - Listed on the travel orders or approved OF-126 of a direct-hire FS, CS, or uniformed service member assigned to the Mission under COM authority; and,
 - Residing at the sponsoring employee’s post of assignment abroad.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:
 - US citizen; and
 - The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee, who is an unmarried child 18 to 20 years old; and
 - Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US mission, and is under COM authority) and either:
 - a) Resides at the sponsoring employee’s post of assignment abroad; or
 - b) Resides at an involuntary separate maintenance allowance (ISMA) location (the individual will not be listed on the sponsoring officer’s travel orders, but will have a processed Form SF-1190 authorizing ISMA).

Other family members or dependents on direct-hire FS, CS, or uniformed service member’s travel orders who do not meet all of these criteria are not USEFMs or AEFMs for employment purposes.

3. **Appointment Eligible Family Member (AEFM):** To be eligible for a Family Member Appointment or a TEMP appointment, an AEFM is:
 - US citizen; and
 - The spouse or a domestic partner (as defined 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child 18-20 years old; and

- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US Mission who is under COM authority); and
- Residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a USG retirement annuity or pension from a career in the Foreign Service or Civil Service. US citizen military annuitant EFM's are FMA eligible.

Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders or approved Form OF-126 who do not meet all of the criteria are not AEFMs or US citizen EFM's for employment purposes.

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: March 10, 2016

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.